

- 3) Right-click on the target cell or cell range and select **Paste Special** from the context menu, then select **Text**, **Number**, or **Formula**.
- 4) Alternatively, use the **Paste Only Text**, **Paste Only Number**, or **Paste Only Formula** options in the **Edit > Paste Special** menu on the Menu bar.

## Insert cell fields

You can insert a field linked to the date, sheet name, or document name in a cell.

- 1) Select a cell and double-click to activate edit mode.
- 2) Right-click and select **Insert Field > Date** or **Sheet Name** or **Document Title** in the context menu.
- 3) Alternatively use the similar options in the **Insert > Field** menu on the Menu bar.

### Note

The **Insert Field > Document Title** command inserts the name of the spreadsheet and not the title defined on the *Description* tab of the Properties dialog for the file.

### Tip

The fields are refreshed when the spreadsheet is saved or recalculated when using the *Ctrl+Shift+F9* shortcut.

## Formatting data

### Note

All the settings discussed in this section can also be set as a part of the cell style. See Chapter 4, Using Styles and Templates, for more information.

You can format the data in Calc in several ways, either defined as part of a cell style so that it is automatically applied, or applied manually to the cell. For more control and extra options, select a cell or cell range and use the Format Cells dialog. All of the format options are discussed below.

## Multiple lines of text

Multiple lines of text can be entered into a single cell using automatic wrapping or manual line breaks. Each method is useful for different situations.

### *Automatic wrapping*

To automatically wrap multiple lines of text in a cell:

- 1) Select a cell or cell range.
- 2) Go to **Format > Cells** on the Menu bar, or right-click and select **Format Cells** in the context menu, or press *Ctrl+1*, to open the Format Cells dialog.
- 3) Click on the *Alignment* tab (Figure 44).
- 4) Under *Properties*, select **Wrap text automatically** and click **OK**.

### *Manual line breaks*

To insert a manual line break while typing in a cell, press *Ctrl+Enter*. When editing text, double-click the cell, then reposition the cursor to where you want the line break.